




Montana Office of Public Instruction
Linda McCulloch, Superintendent
www.opi.mt.gov

The Montana Office of Public Instruction is once again pleased to announce that all Montana K-12 students, faculty and staff are eligible to purchase select Microsoft software titles at substantial discounts. OPI's Montana Educational Telecommunications Network (METNET ) has made this possible under the new Microsoft Student Select K-12 agreement.

Software Title	Student and Faculty Pricing
Microsoft Office Enterprise 2007 Suite	\$92.18 + S&H
Microsoft Office Professional Plus 2007 Suite	\$76.92 + S&H
Microsoft Office Standard 2007 Suite	\$66.16 + S&H
Microsoft Office 2008 for Mac	\$66.74 + S&H
Microsoft Office SharePoint Designer 2007	\$60.59 + S&H
Microsoft Office OneNote 2007	\$30.39 + S&H
Microsoft Office Project Professional 2007	\$117.89 + S&H
Microsoft Office Visio Professional 2007	\$76.54 + S&H
Microsoft Windows Vista Business Upgrade	\$75.36 + S&H
Microsoft Windows Vista Ultimate Upgrade	\$94.72 + S&H

Instructions for School Administration Personnel

REGISTER AN ACCOUNT FOR YOUR SCHOOL ON THE E-ACADEMY WEBSITE
Go to the e-academy website, <http://opi.mt.e-academy.com>, and click “Sign In” located in the upper right menu, click “Register” on the Sign In page

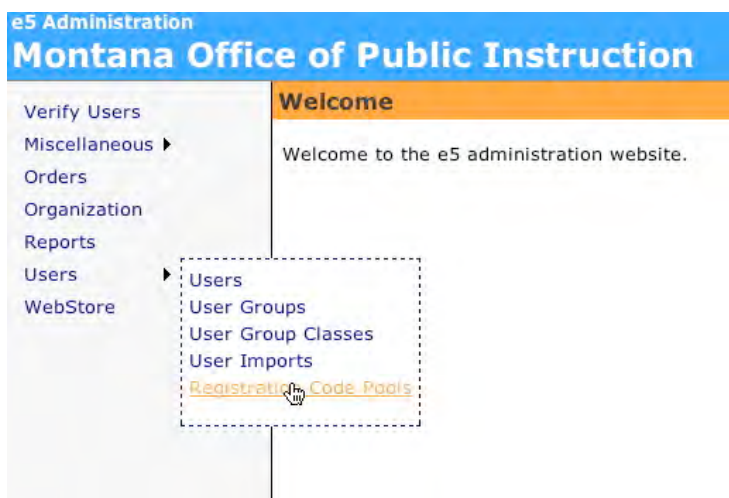
Choose the appropriate verification method:

1. **I have an institution issued email address** (i.e.: @schoolname.K12.mt.us). If your school district does not have a qualified K12 domain, use your official e-mail account provided by OPI. For instance, “LExxxx@metnet.mt.gov,” replacing the “xxxx” with your four digit Legal Entity number. – Enter in your school e-mail address and click continue. Confirmation e-mail will be sent to the e-mail address you entered. You will need this e-mail address in order to activate your account. If you are unable to find this e-mail message, please check your junk mail folder or visit your official e-mail account.

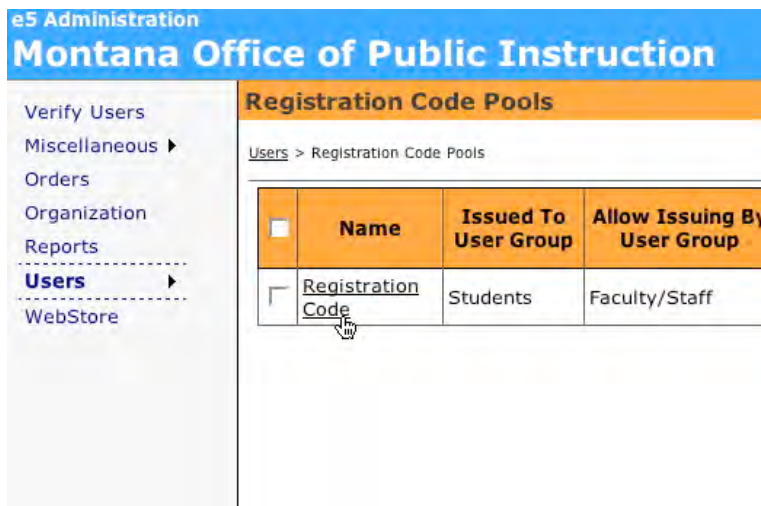
Once you are registered, you will automatically have the ability to generate registration codes for students and faculty.

GENERATING REGISTRATION CODES

1. Login to your e-academy account at <http://opi.mt.e-academy.com>
2. In the top menu, click on the Administration link and another window should pop-up.
3. From the left menu, go to Users -> Registration Code Pools.



4. Click on Registration Code. The next page will show a summary of all the registration codes that have been generated by your organization. If you previously generated registration codes, you may reprint them by selecting the appropriate line item and clicking Print Handouts.



5. To generate registration codes, click the “Generate New Batch” command.
6. Enter in the required information. You may put anything into the description field as it is for your own reference.
7. Click Generate.

-Search Results

Select	Date/time Generated	Description
<input type="radio"/>	2008-05-23 5:31 PM <small>Central Daylight Time</small>	Batch Code Registration for OPI

Print Handouts

8. A line item will be added to the top of the list. Choose your line item and click Print Handouts to printout the registration sheets.

You may distribute individual registration sheets to parents and students.

Each registration sheet includes a unique code. Do not print the same set of registration sheets more than once as this may result in the same registration code being passed out to more than one person. In other words, don't make photocopies. Only the first person that registers a particular code will be successful.

Parents and staff use the sheet containing the Web address and individual registration code to purchase products with their own credit card.



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